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TO: **Income Maintenance Supervisors**
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Income Maintenance Staff
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Training Staff
Child Care Coordinators

FROM: Kath McGurk, Director
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Division of Early Care and Education
Department of Children and Families

DECE/BELP OPERATIONS MEMO

No: 15-12

DATE: 04/03/2015

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<input type="checkbox"/>		
CC	<input checked="" type="checkbox"/>	W-2	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/>
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**SUBJECT: Requirement for Social Security Numbers or SSN Applications for
Children receiving Child Care under Wisconsin Shares**

CROSS REFERENCE: Child Care Policy Manual Section 1.7.2

EFFECTIVE DATE: March 23, 2015

PURPOSE: The purpose of this memo is to inform local Child Care Administrative agencies that CARES Worker Web (CWW) has been enhanced to support policy requiring children in a Wisconsin Shares Child Care assistance group to either provide a Social Security Number (SSN) or an SSN application date.

BACKGROUND: Wisconsin Shares policy requires that children for whom child care assistance is requested either provide an SSN or proof of SSN application. Currently, if a child within the assistance group does not have an SSN, CWW has not required the eligibility worker to enter or verify an SSN application date.

This policy will now be supported by CWW and will require either an SSN or verification of an SSN application date for children for whom child care assistance is requested.

POLICY: There is no policy change in this memo; however, current policy has been reworded to state as follows:

As a condition of eligibility, applicants must provide or apply for a Social Security Number (SSN) for any child for whom they want child care assistance. Any child who does not have an SSN or an SSN Application filed with the Social Security Administration (SSA) will not be eligible for child care assistance. If the applicant has provided verification of an SSN Application that was filed with the SSA to initially qualify for child care assistance, the SSN must be provided to the agency no later than at the first six-month review.

CARES WORKER WEB (CWW) ENHANCEMENTS

CWW has been enhanced to require that children under age thirteen (13), and those thirteen (13) and older but under age nineteen (19) with a documented special need, have either an SSN or an SSN Application date entered in order to be eligible for a child care authorization.

If neither an SSN nor an SSN Application date is entered in CWW for a child, CWW is being enhanced to include the child in the child care assistance group size, and find the child ineligible to receive child care assistance. However, if this is the only child in the assistance group the case will fail eligibility, but if there are other children in the child care assistance group that have an SSN or an SSN Application date entered in CWW, CWW will pass eligibility for those children.

Current Demographics Page

CWW will disregard any value entered in the *SSN Cooperation* field on the *Current Demographics* page for the child care assistance group.

Household Member's Page

CWW will disregard any value entered in the *SSN Override* field on the *Household Member's* page for the child care assistance group.

Permanent Demographics Page

When there is a failing verification code, such as FN, WN, QV, or NV entered in the *SSN Application Date Verification* field for a child, CWW will "include" the child in the child care assistance group size, but find the child ineligible to receive child care assistance. If there are other children in the child care assistance group who already have an SSN and/or an SSN Application date entered in CWW, in addition to the child with the failing verification code in the *SSN Application Date Verification* field, CWW will pass eligibility for those children in the child care assistance group who have the information entered and allow them to receive child care assistance.

When there is pending verification code, such as ?, Q?, or PN entered in the *SSN Application Date Verification* field for any child, eligibility will pend for the entire child care assistance group. If verification is not provided timely, (7 business days) for the applicable child CWW will "include" the child in the child care assistance group size, but find the child ineligible to receive child care assistance. If there are other children in the child care assistance group who already have an SSN and/or an SSN Application date entered in CWW, in addition to the child with the failing verification code in the *SSN Application Date Verification* field, CWW will pass eligibility for those children in the child care assistance group who have the information entered and allow them to receive child care assistance.

When there is no SSN entered on the *Household Member's* page, CWW will leave valid verification codes entered in the *SSN Application Date Verification* field alone at annual review for cases with Child Care only and for cases that have Child Care plus HealthCare and/or FoodShare. CWW will remove pending (?, Q?, or PN) or failing (FN, WN, QV, or NV) verification codes entered in the *SSN Application Date Verification* field at annual eligibility

review when there is no SSN entered on the *Household Member's* page and the case has Child Care plus HealthCare and/or FoodShare. For cases with Child Care only, CWW will leave pending (?, Q?, or PN) or failing (FN, WN, QV, or NV) verification codes entered in the *SSN Application Date Verification* field at annual eligibility review when there is no SSN entered on the *Household Member's* page.

New Warning Messages

If a child under age thirteen (13) has neither an SSN nor an SSN Application date entered in CWW, a new warning message will appear when the agency worker tries to leave the *Permanent Demographics* page that states:

“This child has neither a Social Security Number nor a Social Security Number Application Date entered into CWW and will not be eligible for child care assistance.”

If a child over age thirteen (13), but under age nineteen (19) has neither an SSN nor an SSN Application date entered in CWW, a new warning message will appear when the agency worker tries to leave the *Current Demographics* page that states:

“This child with special needs has neither a Social Security Number nor a Social Security Number Application Date entered into CWW and will not be eligible for child care assistance.”

At initial application and annual eligibility review, if a child under age nineteen (19) has no SSN entered in CWW and has a SSN Application date entered that is forty-five (45) days or older, regardless of the verification code entered in the *SSN Application Date Verification* field, a new warning message will appear when the agency worker tries to leave the *Current Demographics* page that states:

“This child has no Social Security Number and has a Social Security Number Application Date that is greater than 45 days old and due to this may not be eligible for child care assistance. To review the Social Security Number Application Date information navigate to the Permanent Demographics page.”

Note: When pending newborns for SSN application dates, use the PN (Not Yet Verified for Child Care) and FN (Never Verified for Child Care) codes to pend or fail the child care assistance group. These codes allow Health Care to pass and must be used because Health Care benefits cannot be delayed for newborns.

PERFORMANCE STANDARDS REPORTS

DECE will continue to publish the CC SSN reports on the SharePoint site.

CONTACTS:

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf

For Child Care CARES/CWW, CSAW and CCPI Processing Questions statewide and policy questions in Milwaukee County contact the Child Care Help desk at: childcare@wisconsin.gov or (608) 264-1657.

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

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